



City of South Bend

Vacancy Announcement

Post Date: Friday, September 11, 2015

Closing Date: Thursday, September 17, 2015

SECURITY GUARD (Part Time)

Category: Part-time

Department: Public Works/Water Works

Reports To: Director of 311 Customer Service

Schedule: Monday-Friday, up to 29 hours/week between the hours of 8 AM-5 PM. Hours may vary based on operational needs.

Pay Rate: \$25.00/hr. (non-exempt)

Position: SUMMARY

Armed Security Guard will maintain physical presence to assist in keeping the peace at South Bend Water Works (125 W. Colfax Avenue, South Bend) on a scheduled basis including peak and non-peak times.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Ensure safety and security of patrons and employees, and maintain order at the facility at all times.
- Collect in house drop box payments and distribute to cashiers for processing on an hourly basis.
- Provide direction to incoming customers on where to be served and maintain order in the building, customer parking lot, and drive-through.

NON-ESSENTIAL DUTIES

- Perform other duties as required.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High school graduate or equivalent required.
- Experience in physical security, military service, law enforcement, or related field.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Outstanding customer service skills;
- Extensive knowledge of services and functions of Civil City and City Utility departments;
- Ability to focus on problem-resolution in a professional manner;
- Outstanding verbal and written communication skills;
- Outstanding interpersonal skills;
- Ability to carry authorized weapon
- Ability to speak Spanish a plus, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license if driving City vehicle.
- License to carry a firearm.

EQUIPMENT:

Telephone, radio, firearm.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk, or hear. The employee is required to walk, use hands to finger, handle, or feel objects, tools, and controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, run, or crawl. The employee must be able to stand or sit for long periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in office setting, with moderate inside temperature. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Pre-employment drug screen required.